



KENTUCKY EMPLOYEES' HEALTH PLAN
501 HIGH STREET, 2ND FLOOR
FRANKFORT, KENTUCKY 40601
WWW.KEHP.KY.GOV

KEHP MEMO 18-17

To: KEHP ICs and HRGs

FROM: Department of Employee Insurance (DEI)

RE: Waiver General Purpose HRA

DATE: November 21, 2018

We have discovered that many ICs/HRGs when entering enrollments into KHRIS are not entering provided information in the additional data field under Infotype 167.

Members who elect to enroll in the Waiver General Purpose HRA must attest that they have other group health insurance coverage. KEHP Memo 18-06 outlined that all members who wish to enroll in the Waiver General Purpose HRA must provide verification of other group employer health insurance coverage.

When you enter an enrollment into KHRIS for a Waiver General Purpose HRA, the other group employer health insurance should also be entered.

- Once you complete the HRBEN0001 enrollment: Go back to PA30 Maintain HR Master Data
- Click on the PerNr
- Click Benefits: 0167 Health Plans
- Click Change
- Click Additional data tab
- Start date should be the insurance effective date
- Enter the group coverage the member has in Addtl provider field
- Enter the policy number in the Policy no. field if the member provided it. If they did not provide, leave this field blank.
- Click Save twice

If the member did not provide proof of other insurance within 35 days from their hire date, you should enter them in the default plan.

If the member already has a previous PerNr, please send the application and proof of other group coverage to our Enrollment Information Branch for processing. If the proof of other group health insurance coverage is not supplied with the application, it will be rejected.